



## Project Advance

AmeriCorps Partner - Site Director Meeting

August 5, 2014

1:00 PM

### Welcome-Introductions

Funding: CNCS – AmeriCorps – ServeOhio – SMCS

ServeOhio funding: pays the member living allowances and their benefits

Partner Contributions: pay for administration of project

### SMCS AmeriCorps Project Advance Overview:

1. GED preparation (4)  
Locations: SMCS, Education Matters
2. Workforce Development (2)  
Locations: SMCS, Citylinks
3. Healthy Futures (Partner Based (5) School Based (4) = (9)  
Locations: SMCS, Health Department, Healthy Moms and Babies

### AmeriCorps Member Supervision:

1. Accompaniment (If this applies to one or more of your members)
2. Member hours logs (approximately 35-40 per week) \*audited by ServeOhio
  - a. See: Timesheet Fraud Handout
  - b. Site closures (loss of potential hours) \*audited by ServeOhio
  - c. Summer plans for Sites not open full-time, 12 months \*audited by ServeOhio
  - d. Hours volunteering off-site (other projects) "Approval"
  - e. Volunteers/Volunteer data documentation
  - f. Member "Projects"
3. Trainings for Members:
  - a. Bi-Monthly (predominantly on Friday) \*attendance audited by ServeOhio
  - b. September 12<sup>th</sup>, All day to Columbus (mandatory)
  - c. September 19<sup>th</sup>, first training ½ day (Health Worker, Asset Development)
4. Data Collection/Reporting \*audited by ServeOhio
  - a. Generate Reports/Copies
  - b. Supervisor sign-off prior to submittal \*audited by ServeOhio
  - c. "Great Stories"
5. ServeOhio - AmeriCorps Site Visits (new this year!)

6. Site Supervisor Handbook Review - AmeriCorps Regulations/Rules
7. Member Contract Review
8. OnCorps Reporting – Member Timesheets (computers next door)

## AmeriCorps Data Collection Procedures 2014-2015

### Health Department-

Supervisor report from database for SBHC for billable services, Member SBHC intake form for non-billable services. See attached

Health Department Clinic: Clinic Intake form. See attached

### Healthy Futures Partner Agencies-

Healthy Moms and Babes: Supervisor report from database

SMCS Wellness Program: Supervisor report from database

### GED Programs-

SMCS: Supervisor report from database

Lower Price Hill Community Schools (two locations): Supervisor report from database

Employment Services- *Cityworks / SMCS* *→ adding more next year*

SMCS: Supervisor report from database

Cincinnati Works: Supervisor report from database

### Housing Supports:

SMCS: Supervisor report from database

Note 1: Members are trained at each agency regarding site data collection and database input.

Note 2: Site supervisors submit monthly data reports to director within 10 days of last day of the month.

*members enter own data*

*→ 2 reviews / joint review*

